

PROJECT

Project No.

1. All work on numbered projects, including maps therefor.
2. Assistance to OIR
3. Preparation and presentation of G Area briefings (for those giving the briefings)
4. Assistance to Geographer, State
5. Assistance to ONE -- general assistance
6. Assistance to D/GI on Collection Guide Series
7. Assistance to D/GC -- map check, etc.
8. Evaluations and Requirements

60.1381  
60.1402  
60.1700  
60.1788  
60.1811  
60.1813  
60.1816

GENERAL RESEARCH AND MAINTENANCE

1. Research on projects that are short and without numbers.
2. Basic research not connected with a project.
3. Review of incoming documents.

RESEARCH SUPPORT

Non-Research

1. Project and program planning not connected with a project.
2. Recommendations, meetings, etc. connected with development of future policy and programs.
3. Coordination of current activities with other parts of this Agency or with other agencies not connected with a project.
4. NIS consultation not assignable to NIS project.
5. Survey of geographic and map intelligence activities of other agencies.
6. Attendance at meetings outside the Division not connected with a project.
7. Interrogations, briefings, debriefings, etc. (Not G Area briefings.)
8. Discussions with persons outside the Division not connected with a project.
9. Administration of Branch or Staff.
10. Staff meetings.
11. Monthly reports and surveys.

DEVELOPMENT

1. Training taken. Include required time for travel to and from classes.
2. Travel and reports on travel.
3. Attendance at professional meetings, G Area briefings, etc.

GENERAL CLERICAL

1. Typing and clerical work not connected with a project.
2. Routine office duties.
3. Filing.
4. Routing and logging of documents.

OVERTIME

Include the project number. Indicate whether authorized overtime.

LEAVE

1. A. Annual leave.
2. S. Sick leave.
3. O. Official leave.
4. M. Military leave.
5. C/T. Authorized Compensatory Time.

# RECORD OF MAN HORNS

# LETTERS

Project No.	No. of Hours
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DATE	PROJECT		PROJECT		PROJECT		PROJECT		PROJECT		PROJECT		GEN. RES. MAIN		RES. SUP.		DEV. CLER. No.		OVERTIME Project		Hrs. LEAVE
	No.	Hrs.	No.	Hrs.	No.	Hrs.	No.	Hrs.	No.	Hrs.	No.	Hrs.	No.	Hrs.	No.	Hrs.	No.	Hrs.	No.	Hrs.	
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**GENERAL RESEARCH  
AND MAINTENANCE**

RESEARCH SUPPORT

## DEVELOPMENT

**GENERAL CLERICAL**

# ELABET

2. **Value**

NAME

# HIJON